

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

April 12, 2021

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, April 23, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
OFFICE/STORAGE SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA–SOUTH CAROLINA DEPT OF SOCIAL SERVICES–REGIONAL OFFICE

- Location: RICHLAND COUNTY, SOUTH CAROLINA
- Expected occupancy date: **September 1, 2021**
- Total space needed is approximately **18,000-22,000** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 18 executive offices of approximately 140 square feet each
 - 60 private offices for professional staff of approximately 80 square feet each
 - Open space to accommodate 12 workstation/cubicles of approximately 48 square feet each (Tenant to provide workstations)
 - 1 large reception suite, accommodating seating for approximately 10-12 people, of approximately 200 square feet and receptionist should be separated from clients with a glass window, fitted with a lock release door button
 - 6 print alcoves with cabinets for supply, storage and printer 40 square feet each
 - 2 copy/print/supply rooms with room for dedicated floor mounted printers and storage of approximately 120 square feet each
 - 1 copy/print/supply/mail room with room for dedicated floor mounted printer, storage, and mail slots of approximately 200 square feet each
 - 1 IT Closet with wall mounted racks of approximately 40 square feet
 - 1 24/7/365 temperature-controlled LAN room with uninterrupted electrical service with floor mounted racks of approximately 100 square feet
 - 1 small sized open storage room of approximately 120 square feet



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- 1 medium sized open storage room of approximately 180 square feet
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 - 1 large sized open storage room of approximately 250 square feet
 - 1 file room of approximately 1,200 square feet
 - 1 board/training room with seating for 18-20 people of approximately 600 square feet
 - 2 large conference rooms with seating for 10-12 people of approximately 350 square feet each
 - 1 medium sized conference room with seating for 6-8 people of approximately 250 square feet
 - 1 small sized conference room with seating for 2-4 people of approximately 120 square feet
 - 2 open work rooms with work surface and storage of approximately 120 square feet each
 - 1 large shared kitchen/break room with seating for approximately 45 people of approximately 900 square feet
 - 3 focus/privacy rooms of approximately 50 square feet each
 - 6 Open areas for file cabinets of approximately 9 square feet each
 - ID Badge Reader for building access, or mechanical cipher locks with Alphone Intercom system installed to main entrance and magnetic lock strike connected to release button for visitor access/identification
- Must be able to have HVAC provided upon request for occasional evening and/or weekend training/work sessions.
 - Lessor to provide window dressings as needed.
 - Lessor is to install and maintain portable fire extinguishers according to NFPA 10
 - ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
 - Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency. Fiber Optic High Speed Internet and Data requirement, VOIP phone services and uninterrupted electrical services. Electronic security card access to be provided by landlord.
 - 174 total parking spaces are desired, 34 should be reserved spaces. State availability of reserved parking spaces.
 - Parking lot must be paved and lighted.
 - Term: Please provide proposed rates for a **3, 5 & 7 year term.**
 - Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
 - Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental



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Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.

- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, April 23, 2021.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the Department of Social Services. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov





Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

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